

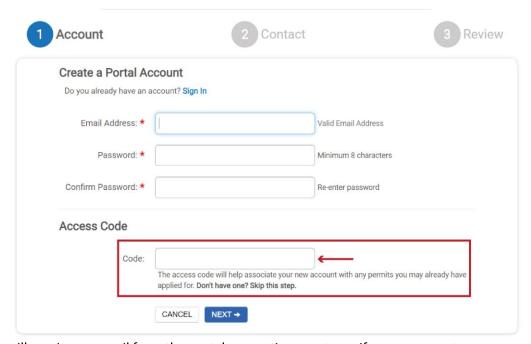
SmartGov Contractor Licensing

All contractors (including those with existing Town of Bennett Contractor Licenses) will need to set up an online portal to apply for permits, request inspections and see permit/inspection statuses and results.

- 1. Visit the SmartGov portal at https://twn-bennett-co.smartgovcommunity.com/Public/Home
- 2. In the upper right hand corner, click on "Sign Up" and create an account.

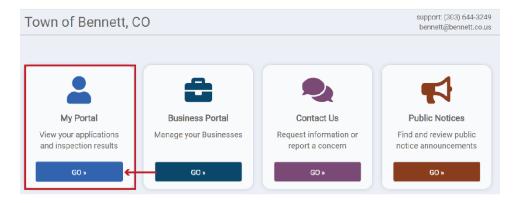


3. If you are an existing contractor please email <u>bennettbuilding@bennett.co.us</u> to obtain an access code, this will allow you to link your existing license and permits to your portal.



4. You will receive an email from the portal prompting you to verify your account.

5. After verifying your account, click on 'My Portal.' This is where you can apply for permits and licenses, view the statuses of those applications, make any payments, and request inspections.



6. Click on 'Apply Online', select the contractor licensing category, and complete the application.



7. At the end of the application, add any required submittals and make any payments if initially required.



8. In order to manage notifications from the system, click on your name in the top right corner and click on 'My Account', then click on 'Manage Email Notifications.' From here, you can indicate what you want to receive emails on from the system.

